

# Golden West Community Services District

P.O. Box 448, El Dorado, CA 95623  
gwcsd.org



## **Regular Meeting Minutes GWCSD Board of Directors**

**Fire Station #44, 6109 Quartz Dr, El Dorado, CA**

**Tuesday, September 5, 2023, 6:30pm**

This meeting will be in-person and simulcast via Zoom. Use the link below to participate as a member of the public:

Join Zoom Meeting

<https://us06web.zoom.us/j/87105893648?pwd=TzREWGYybE5ZTGILT1ITWnFiYUICdz09>

Meeting ID: 871 0589 3648

Passcode: 367064

Note that the District is providing access to the meeting via Zoom as a convenience to the public. The Board reserves the right to cancel or terminate the Zoom session at any time in the event of technical difficulties or if the Zoom simulcast disrupts the orderly and efficient conduct of the meeting. Such termination will not cause or reflect adjournment of the Regular Meeting.

For the purposes of the Brown Act - Government Code 54954.2(a), the numbered items on this agenda give a brief general description of each item of business to be transacted or discussed. Documents referenced or supporting the following agenda items are available for public inspection upon publication of the agenda.

**In accordance with the Brown Act Section 54954.2(a), this agenda was posted 72 hours prior.**

### **1. Call to Order/Roll Call:**

President Patrick Williams, Vice President Joel Borges, Financial Officer Marc Regelbrugge, Director Leanne Stoddard, Mike Melchiori, Secretary Steve Atkinson, General Manager (Vacant)

[Present: Patrick Williams, Joel Borges, Marc Regelbrugge, Mike Melchiori, Leann Stoddard,](#)

#### **Open Forum**

Public testimony will be received on each Agenda item as it is called. Matters not on the agenda may be addressed by the general public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Board reserves the right to waive said rules by a majority vote.

### **2. Approval of Agenda**

*Board Discussion/Public comment/Board action*

[Director Williams introduced an addition: Add June 6 regular meeting minutes for approval.](#)

[Public comment questioned General Manager under old business and also new business. Director Williams Clarified General Manager vacancy under old business is to discuss any applications and new business to discuss General manager position. Approval of the agenda passed unanimously.](#)

### **3. Approval of Minutes of the Previous Meeting(s)**

- June 27, 2023 - Special Board Meeting Minutes
- June 6, 2023 – Regular Board Meeting Minutes

June 6 minutes page 2 no documentation of approval of modified agenda, Add approval.

Item 9. Add no action on item was taken.

Page 3 Correct Vaughn Johnson name.

Page 4 Correct Formatting issue

Public suggestion, change “aye 3 motion carried” under all motions in the document

#8 correct Williams name.

Director Williams called for motion to approve minutes as amended, moved and seconded. Passed unanimously.

June 27 Change Agenda to minutes and in the footer all pages

#4 Typo in money amount, separate with comma

Detail in the large paragraph wanders recommend using third person throughout.

Public recommends more concise paragraph and minutes

Recommendation that the minutes be corrected and brought back to next meeting for approval.

*Board Discussion/Public comment/Board action*

### **4. Correspondence**

Director Regelbrugge will discuss financial correspondence in his report.

District resident inquired of Director Regelbrugge regarding potential use of property on Dolomite, informed that this does not fall under the purview of the district; is a zoning issue.

### **5. Consent Items** (All items approved with one motion unless a Board member requests a separate action)

- El Dorado County Financial Reports: Accepted as presented from the County. No Action  
No reports received as the county is in its annual accounting period
- Bills paid since last Regular Meeting (Vouchers). (See financial statements link, page 3)  
Outstanding invoice for welding, waiting for information back from them to issue payment.

*Board discussion/Public comment/Board action - No Action taken*

### **6. General Managers Report**

- On hold until position is filled

*Board discussion/Public comment/Board action*

### **7. Director Reports**

Director Williams – The district phone purchased last year by general manager was a prepaid phone plan. The phone number is no longer valid, remove from the website. Explore options.

Director Borges – Will be Addressed in Old and New Business

Director Regelbrugge – Financial Reports, Audit Engagement Letter, IT –

- 7/1/23 – Revenue Expenses – estimated as awaiting closing statement. Balance of \$453,542. Pg 2. Is chronology of voucher items paid. Posted on website.
- Direct charge Levy submitted and accepted.
- Notice of expected revenue from taxes \$102,078, higher than expected.
- Auditor is engaged.

Director Stoddard - Will be addressed in Old Business

Director Melchiori – Will be addressed in Old Business

*Board discussion/Public comment/Board action -Information only, no action taken*

## **8. Policy & Procedure / Bylaws**

*Board discussion/Public comment/Board action – No Items Discussion*

## **9. Old Business**

- State / Federal Disaster Relief Funds – Update progress of application for funds  
Director Borges – Close out meeting with FEMA – approved for funding, money is now at the state level and now going through the state process. Need to register as an entity with government verification website. Need physical address will not accept PO box  
Auditors office has document that might work for this verification and also suggest use their Federal tax ID #. Reported that the district already has a Fed tax ID # but unknown where it is located. May also use storage facility address as a back-up plan. All FEMA applications and documents must be kept for 3 years. Approved amount is \$8,193.89.
- General Manager Vacancy – Update on applications received. – No applications received from advertising.
- District projects – Update on specific identified locations/priorities. –  
AD hoc committees  
**Joel and Leann Signs** – Contacted El Dorado county transportation, received copy of the manual. El Dorado County DOT cannot vendor anything out of their shop. They recommended 3 sign shops that make DOT approved signs.  
Toured the district to find deficiencies. CHP contacted and Speed signs are not legal as speed survey has not ever been done or ordinance passed. The current signs are not DOT approved signs. Recommend do not replace speed signs as they are not enforceable.  
Recommend using an approved contractor that knows all the regulations for placing signs and get quotes to determine cost of signs. There is concern for liability to the district if not placed to specifications.  
CHP Could get speed trailer on a rotation through district.  
  
**Mike and Joel – Drainage and culvert project** – Toured area, Discussion regarding Crystal curve raised grates and need for rock backing to keep debris from flowing into the ditch.  
Recommend getting bid for doing this project. Discussion around the ability to let contract without a general manager. Public request for reflectors be placed on grates.
- Emergency Response – Update of progress to create an action plan to respond to emergencies affecting district roads. No expectation that the general manager is a first responder for the district but have the contacts numbers for emergencies.

*Board discussion/Public comment/Board action – For information only, no action taken*

## **10. New Business** (See Documents link, page3)

**Cal Fire Contract** The board to discuss the use of Cal Fire for District roadway brush clearing (See attached contract forms) Director Borges made contact with the captain of Growlersburg camp. The work that they do is brush clearing and ditch clearing. They will do safety and security

inspection prior to doing the work. The cost is \$200/day with additional \$200/day if bring a chipper and the expense of bathroom facility (portapotty). Expect it will take a week to do entire district, then come back in spring to tidy things up. Recommend someone from board be onsite during the work to be available for homeowners and direction although the plan is detailed. No cost to start contract. Motion made to engage Cal Fire contract, seconded and passed unanimously.

*Board discussion/Public comment/Board action*

- **General Manager Vacancy** – The Board to discuss and consider options to fill the GM vacancy.
  - Professional Services Consulting Contract

*Board discussion/Public comment/Board action*

## **11. Close Open Forum**

## **12. Adjournment**

Motion to adjourn, seconded and passed unanimously.

**Next Regular Board Meeting: December 5, 2023, 6:30pm**

**Location: TBD**

### **GWCSO Board of Directors**

President	Patrick Williams	(530) 313-8647	pat.williams@gwcsd.org
Vice President	Joel Borges		joel.borges@gwcsd.org
Financial Officer	Marc Regelbrugge	(415) 640-3068	marc.regelbrugge@gwcsd.org
Director	Leanne Stoddard	(847) 909-5835	leanne.stoddard@gwcsd.org
Director	Mike Melchiori		mike.melchiori@gwcsd.org

**General Manager**      *Vacant*

**Secretary**              Steve Atkinson                      secretary@gwcsd.org

Financial statements can be accessed by the following link:

[http://gwcsd.org/content/desktop\\_site/financial\\_rpts.html](http://gwcsd.org/content/desktop_site/financial_rpts.html)

Agenda and documents for this meeting may be accessed on the Golden West CSD website by the following link:

[http://gwcsd.org/content/desktop\\_site/0-index.html](http://gwcsd.org/content/desktop_site/0-index.html)